

Work Group: KEN IT Coordination Committee

Date	9/20/06	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	3 rd floor Conf. Rm. Capital Plaza Tower	Call-In #	

Agency / Attendees / Role

Educ.	Ann Riggs	Committee Member
COT	Tom Ferree	Committee Member
CPE	Allen Lind	Committee Member
KDE	David Couch	Committee Member
CPE	Miko Pattie	Chairperson, Application Subcommittee
OEA	Pam Young	Guest
Educ.	Amy Wetherby	Guest
KCTCS	Sandy Cook	Guest

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	September 6th Minutes Approved	Decision(s)
2	Minutes were reviewed by members, changes were made.	AI motioned and David seconded the motion to approve minutes with changes for the Sept. 6 th meeting.

Item:	Website Update	Decision(s)
3	<p>Amy Wetherby, Education Web Manager</p> <p>The website is now live at http://www.ken.ky.gov</p> <p>Amy demonstrated the website to the committee, and took questions and suggestions for the continued development of the site.</p> <p>It was decided that these items should be added to website....</p> <ul style="list-style-type: none"> • Approved IT Coordination Committee minutes • Subcommittees • Subcommittee agendas, minutes, etc.. • COT and ConnectKY added to "SEE ALSO" box on home page • Calendar • Link should appear on Education website, as well as CPE, KDE, COT... • 1 page workstation document • Project Plan • Applications Subcommittee Charge • Implementation schedule (when it becomes available) 	<p>The website will be updated to reflect these additions.</p> <p>Further issues should be submitted to Amy Wetherby, Teresa Tackett, or Glenda Carmack.</p>
Item:	Network Subcommittee	Decision(s)
4	<p>Tim Sizemore – Chairperson</p> <p>David Couch reported on Tim's behalf.</p> <p>Procurement is complete, mechanism has been identified, now the task is to identify...</p> <ul style="list-style-type: none"> • When • How much • Funding source <p>Starting tomorrow COT, Bell South, K-12 will begin meetings together. The network subcommittee will hold their strategic planning meeting on Friday, 9/22. The committee would prefer to have the first meeting without Bell South, to make sure all are on the "same page" and then meet with Bell South thereafter.</p>	

Item:	Applications Subcommittee	
5	<p>Miko Pattie – Chairperson</p> <p>Miko distributed the final draft of the charge their group put together. The committee members reviewed and made changes.</p> <p>Charge:</p> <ol style="list-style-type: none"> 1. To identify uses for existing and proposed information technologies that will use the Kentucky Education Network and the applications of these technologies to all learning opportunities within the Commonwealth. 2. To assess and prioritize the existing use, need or desire for such applications in learning institutions, along with their supporting administrative systems. 3. To recommend changes to infrastructure, policies or work processes that will facilitate the successful implementation of these applications. 4. To review the effectiveness of implemented applications in terms of student success, educational achievement and lifelong learning. <p>The subcommittee has established 10 criteria for inclusion of applications....</p> <ol style="list-style-type: none"> 1. federal / State mandate 2. reduce remedial needs 3. percentage of target audience breadth of impact 4. equal access 5. facilitate student assessment 6. direct impact on student learning 7. student support-retention, transition 8. facilitate effectiveness of teachings 9. administrative...learning 10. effectiveness/efficiency of work processes 	<p>After minor changes, the charge was approved by committee.</p>
Item:	Executive Committee Briefing	Decision(s)
6	<p>We will be meeting with the Executive Committee on Tuesday, October 3rd, at 1:30pm. The meeting will be held in the Education 3rd floor conference room.</p>	<p>The IT Committee will hold a special meeting again on Wed., Sept. 27th to</p>

	<p>Items to bring to the Executive Committee..</p> <ul style="list-style-type: none"> • Project Plan • Bulleted document that we can speak from as our agenda <p>Ann distributed a draft copy of the project plan for committee to review. It was suggested that the budget section be downsized to fit on one page and to remove the word "DRAFT" from the header. We should consider this our working document.</p>	<p>prepare for Exec. Committee Mtg. Meeting will be held from 3-4:30pm in the Educ. 9th floor Conference Rm.</p>
Item:	Program Manager Update	Decision(s)
7	<p>This discussion was tabled for now, with the intent that the group put together their own thoughts of the exact role and responsibilities of a Program Manager coming on board in this stage of the KEN Project.</p>	<p>Hoping to finalize this issue in the Sept. 27th meeting.</p>
Item:	Open Discussion	Decision(s)
8		

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

Prepare presentation for 10/3 Executive meeting.

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
Next IT Coordination Meeting is 10/04/06	

KPID = Key Point(s) Influencing Decision (*e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.*) will be noted as and if they apply to individual decisions.